

**Minutes of Council on Aging
September 17, 2013 Board Meeting
Clark Room – Town Hall**

Meeting was called to order by Co-Chair, Liz Thibeault, at 7:03 pm. Board Members present: Liz Bishop, Liz Thibeault, Elizabeth Acquaviva, Verna Gilbert, Peggy Hilton, Tom Dunkers, Melinda Lindquist, Lillian DeBenedictis, Jean Sain. Associate Board Members present: Stephanie Blunt, Natalie Ives. Staff present: David Klein, Angela Smith. FOCCOA Representative present: Santo Pullara.

Secretary Minutes - Verna Gilbert moved to accept the August minutes prepared by Elizabeth Acquaviva. The motion was seconded and was passed by voice vote.

Treasurer's Reports - Verna Gilbert presented the August budget. After a brief explanation to new board members as to how LRTA funds work, Verna moved to accept the report. The motion was seconded and carried by voice vote.

Social Worker's Reports – A motion was made by Verna Gilbert to accept the August report submitted by Peter Cullinane. The motion was seconded and carried by voice vote.

Outreach Coordinator/Program Manager Reports - Angela Smith passed out a copy of an article that appeared in the Boston Globe entitled Status of Medicare Patients Can Result in Huge Bills. The article describes how elderly patients hospitalized, but not “admitted,” wind up facing high out-of-pocket medical expenses especially when follow-on rehab is involved. Angela wants seniors to understand their status and, when appropriate, advocate for admittance versus observation status. A family member/caretaker should understand the status and, when appropriate, advocate for admittance vs. observation status if the patient is not able to self-advocate. In addition, being admitted for three nights prior to being transferred to rehab is required in order to receive Medicare coverage. Liz Thibeault suggested a FAQ fact sheet be created to distribute to seniors regarding this topic. Angela will follow up with S.H.I.N.E. Rep. Clyde Kessel to see if he would do this or a Mosquito article. The increased number of Meals on Wheels clients was discussed as well as the need for more volunteer drivers to make these deliveries. Verna Gilbert moved to accept the August report. The motion was seconded and carried by voice vote.

Director's Reports – David Klein has now added the word document part of the Transportation Report to his Director's Report in order to streamline their operation from a staff prospective going forward. Under separate cover, he had sent out the spreadsheet portion of the Transportation Report. David has changed the term “unduplicated” to “unique.” David discussed creating a separate tracking name for the “unable to Serve” situations that are outside of the COA's current scope of service.” Under Director's Overview, David clarified that the Meals Section of his report is based on Meals on Wheels and not lunches. Verna Gilbert made a motion to accept the August report, submitted by David Klein, as amended. The motion was seconded and carried by voice vote.

Senior Day Trips - Joanne Willens was not in attendance to give an update.

Minuteman Senior Services - Jean Sain reported that Hilary Viola, Director of Community Programs, gave a brief talk at the MMSS Board Meeting on Title III Subgrant Recommendations and Minuteman Title III. Those programs that are funded by Title III include Nutrition Programs, Family Caregiver Program, Ombudsman Program, Information and Referral Services and the Healthy Living Program and the current Title III Subgrants require legal services and access. The Greater Boston Legal Services grant for MMSS was \$44,000 and the Cooperative Elder Services was \$14,300. Theresa Smith, Contract Manager, went over the Minuteman contracts and new proposals for 2014. The MMSS Board voted to approve the recommendations presented. Attendees were provided with the names of providers, number of clients and total dollars for FY 2013. Jean distributed posters on preventing elder abuse at the transfer station, COA office and Gleason Library.

FOCCOA – Santo Pullara reported that the Friends had a recent meeting. At this meeting, the topic of setting up a capital project/capital investment account was discussed. Right now the grant is used for operational purposes, which is great. However, down the road, a capital investment account could be used for needs not covered in the COA budget or possibly an account for dedicated space. When Abha Singhal returns, she will request a joint meeting to discuss this account further. In addition, it was determined that an annual joint meeting would be beneficial.

Old/New Business:

Liz Thibeault distributed a list of Subcommittees for FY 2014 and asked members to fill any openings. The Long Range Planning Committee is full and has met two times. They are making great progress but some of the action items may need additional support/input as early as October. The Programs Committee needs three advisory (Elizabeth Acquaviva, Stephanie Blunt, David Klein along with Angela Smith, Program Manager). The Third Thursday Luncheon Committee works like clockwork, but a sub should be identified (Lillian DeBenedictis). Currently the town is going through their own compensation study so there is no way to know at this time what, if anything, the Compensation Committee needs to do since all job descriptions were recently written or rewritten and graded. There are two openings (Verna Gilbert will stay on and Melinda Lindquist will join). The Nominating Committee is all set. Minuteman Senior Services requests that only one board member attend their Board Meetings, but identifying a sub in case Jean Sain cannot attend would be helpful. First Tuesday of the month at 9:15 is the MMSS meeting. Liz T. and Abha will follow up on a identifying a sub. The Bedford Road/Housing Committee is all set. Records Retention for the Board – David Klein gave regulations of record keeping for COA Board to the COA Chair/Co-Chair to review. There are different rules for different types of records. They will get clarification and address this at a future meeting. The Bylaws Committee updated the COA Bylaws and sent them to the Board via email for review prior to voting at the October meeting. Also discussed was the Boards' visit to Blue Jay Studios for potential use by the COA. It is not conducive to the COA needs. Verna Gilbert made a motion to adjourn at 8:15 pm. Motion seconded and carried.

Elizabeth Acquaviva
COA Board Secretary

Next Meeting: October 15, 2013 at 7 pm, Town Hall - Clark Room